



## White Paper on Innovative Co-Funding Mechanisms for Water Stewardship Projects **Writing Consultant Request for Proposals**

### About the Pacific Institute

The Pacific Institute is a non-profit water research organization with a mission to create and advance solutions to the world's most pressing water challenges. Since 1987, the Pacific Institute has played a lead role in analyzing and communicating the connections between water, energy, and climate change, locally and globally. Our work is grounded in research and sound science, drawing on disciplines ranging from climatology to environmental engineering and hydrology. Collaborative partnerships with a range of stakeholders –from Fortune 500 companies and United Nations agencies to disenfranchised communities – are core to our approach and allow us to focus on science-based solutions that achieve shared goals. In addition, since 2008, the Pacific Institute has served as the Co-Secretariat of the United Nations Global Compact CEO Water Mandate, a partnership with the UN, governments, civil society, and business leaders to address corporate water stewardship.

### Project Background

Across the Western United States, water resources are increasingly under threat due to climate change-induced aridification, exacerbated by historic water allocations. There is an urgent need to protect water resources in the face of climate change to support healthier ecosystems and more vibrant communities for generations to come. The business community has a critical role to play in ensuring water resilience through scaling innovation and driving demand for more sustainable water practices in their operations, supply chains, and key consumer markets. If the business community can collaborate with public sector water managers and the philanthropic community on water stewardship projects, those collective efforts can have a more meaningful and lasting impacts for the Colorado River Basin and the western states that rely on it.

The Pacific Institute is working on a multi-year project to drive greater alignment between private, public, and philanthropic actors to drive innovation, scale good practice, and increase investments in water stewardship projects in the Colorado River Basin.

We are seeking a consultant to write a white paper on opportunities for innovative co-funding approaches to corporate water stewardship projects in the Western United States, with a focus on the Colorado River Basin. The white paper will be published on the Pacific Institute website and will be free to access. The target audience of the white paper is leading corporations in the water stewardship space who are seeking to advance creative water solutions.

Specifically, this scope of work includes four tasks:

1. Attend project team meetings,
2. Develop a literature summary and an annotated outline of the white paper,
3. Write a full draft of the white paper, and
4. Incorporate peer review and copy edits to develop a final white paper.

## Consultant Tasks

### Task 1: Attend Project Team Meetings

1A. The consultant will prepare for and attend regular check-in meetings with the Pacific Institute project team. Meeting frequency will vary based on project needs; a bi-weekly cadence is likely but may be less during intensive writing periods and more during project development and finalization periods.

1B. The consultant will prepare for and attend periodic organization meetings with key partner organizations. The consultant may be asked to provide progress updates at these meetings. Meeting frequency will be no more than once per month.

*Deliverables:* None.

### Task 2: Develop Literature Summary and Annotated Outline

2A. The consultant will conduct a review of relevant innovative funding and financing mechanisms for water projects in the Western United States and examples from other regions that may be applicable to the United States. The review will include academic literature, gray literature, and case studies.

2B. The consultant will gather the literature reviewed into a literature summary document. The literature summary document will include reference information and short summaries of each resource, as well as two-page synthesis that discusses trends, similarities, differences, and key findings from the set of resources.

2C. The consultant will develop an annotated outline for the white paper with key findings and references for each section. The annotated outline will be based on a skeleton outline provided to the consultant by the Pacific Institute.

2D. The Pacific Institute project team will have opportunities for up to four (4) rounds of review and iteration on the annotated outline before finalization.

*Deliverables:*

2A. A complete literature summary document.

2B. A final annotated outline informed by up to four (4) rounds of Pacific Institute review.

### Task 3: Write Draft White Paper

3A. Based on the annotated outline, the consultant will write a complete draft of the white paper in Microsoft Word, with references. The white paper length (main report, before layout, excluding references and appendices) will be no less than 25 pages and no more than 40 pages.

3B. The consultant and the Pacific Institute project team will develop a system for iterative review that works for both parties. The Pacific Institute project team will have opportunities for up to four (4) rounds of review and iteration on the draft white paper.

*Deliverables:*

3A. A complete and fully referenced draft white paper informed by up to four (4) rounds of Pacific Institute review.

**Task 4: Gather Peer Review and Write Final White Paper**

4A. Working closely with the Pacific Institute project team, the consultant will request, gather, and incorporate revisions, corrections, and additions from 4-8 peer reviewers on the draft white paper. Peer reviewers will be selected by the Pacific Institute project team.

4B. The Pacific Institute project team will have opportunities for up to three (3) rounds of additional review and iteration of the draft white paper.

4C. The consultant will receive and incorporate revisions and corrections from a professional copy editor hired by the Pacific Institute, resulting in a final version of the white paper.

*Deliverables:*

4A. A complete, final, and fully referenced white paper informed by 4-8 peer review edits, up to three (3) additional rounds of Pacific Institute review, and a professional copy edit.

**Timeline**

This project will commence as soon as the contract is signed, with a target start month of May 2022 (and no later than July 2022).

Task	Month						
	1	2	3	4	5	6	7
Task 1: Project Team Meetings	•	•	•	•	•	•	•
Task 2: Literature Review & Annotated Outline	•	•					
Task 3: White Paper Draft			•	•	•		
Task 4: Peer Review and Final White Paper						•	•

**Budget**

The budget for this work is \$25,000. The budget will be paid in two installations: half (\$12,500) upon contract signature and half (\$12,500) upon completion of all deliverables.

**To Apply**

If you wish to apply for this consulting contract, please submit your resume, cover letter, and a relevant writing sample to [skammeyer@pacinst.org](mailto:skammeyer@pacinst.org) by Monday, April 11, 2022.